

Session Descriptions

Ballroom Level – 100 Series Sessions

100 - Strategies for Success

Deborah Hudson, Procurement Assistance Program Manager, Dept. of Business Assistance
This session is designed to educate businesses about the purchasing process and facilitate more vendors to the contracting table. The Department of Business Assistance (DBA) has developed a new program called "Selling to the Commonwealth" and the content for this session is derived from that well-received program. Attendees will learn about the training and support available from DBA and its partner agencies and come away with strategies to increase access to state contracting.

101 - Going for the Gold in eVA – Marketing & Research Tips for eVA Suppliers

Gil Seigler – eCommerce Outreach Manager, DGS/DPS
Learn how to access and use eVA spend reports, locate target markets and apply other marketing and research techniques to find or develop "golden" opportunities for your business. This session will teach you how to link eVA branding with your promotions aimed at state and local buyers as well as how to use various communication channels for developing government customer relationships.

102 - R's and B – Reduce, Reuse, Recycle and Buy Recycled

Georgiana Ball – State Agency Recycling Coordinator, Department of General Services
Enhance your understanding of the reasons why recycling collection and buying recycled products is important. You will learn about strategies, resources and current trends to assist you in developing or expanding your agency recycling program. You also will learn how the state recycling program provides assistance to agencies and about some specialized recycling programs for scrap metal, printer cartridges, batteries and other items.

103 - Real Estate Services

Robert Gluck – Director, DGS/Division of Real Estate Services
Elizabeth Robison – Transaction Manager, DGS/Division of Real Estate Services
Tom Vozenilek – Senior Vice President, CB Richard Ellis
Presented as a panel discussion, this session will cover Governor Warner's initiative to re-engineer the Commonwealth's real estate portfolio management processes, including acquisitions, sales, easements and leases. You will learn about the role of DGS' Division of Real Estate Services and its private sector partner, CB Richard Ellis, and leave with an enhanced understanding of how lease procurement functions today in the Commonwealth.

104 - eVA Café

eVA Support Team – DGS/DPS
Drop in at your convenience and sample the offerings at this informal working session with members of the eVA support team. Available at several times throughout the Forum, buyers or suppliers can visit the café to ask questions, see live demonstrations of eVA functions, or discuss eVA topics of interest. The eVA support team will have the laptops and the expertise, your questions will direct where the discussion leads.

105 - Unhidden Treasures on the eVA Home Page

Tim Barrett – Deputy Director, eProcurement Bureau, DGS/DPS

It doesn't take a map to find the treasures available on the eVA home page. Many topics and links are listed there but you may not be aware of what varied and detailed information can be yours at the click of a mouse. Attend this session to discover what experienced eVA treasure hunters already know – information treasures await and no maps are needed to find them.

106 - Suppliers Can Look into the Future

David Foster – eCommerce Analyst-Operations Support, DGS/DPS

We all would like to look into the future and see what awaits us. Suppliers can have their wish fulfilled by attending this session and learning about the public posting features of eVA: future procurements and Virginia Business Opportunities (VBO). Both features will be reviewed plus you will learn navigation tips and tricks to help you find upcoming business opportunities.

107 - Construction and Facilities Contracting

Shirley McNutt, VCO, VCCO – Procurement Manager, DGS/Procurement Services

Contracts and related procedures continue to be developed or updated to provide enhanced services to state and local agencies for construction and facilities maintenance contracting. Learn what's new with contracts for energy performance and facilities assessment, how to implement small construction procurement procedures and how to use eVA for construction procurements.

108 - Virginia Contracting Officer Exam

Virginia Institute of Procurement Staff

The Virginia Contracting Officer (VCO) exam will be offered in a single morning session only to students who have registered and been pre-approved prior to the Forum to sit for the exam. The VCO exam cannot be offered to drop-in students because student records will not be available at the Forum to verify credentials.

109 – Winning Ethically

Paul Higgins, VCO – Manager, Services and Statewide Contracts, DGS/DPS

Wiley Rowsey – Procurement Director, Department of Education

Presented in the format of "Who Wants to Be a Millionaire?" this session will present attendees with ethical questions and a range of possible responses. Your team's earnings will be determined by how often you correctly choose the most ethical course of action. So, join in the fun, enjoy some healthy competition and learn how winning ethically can work for you and your organization.

110 - APSPM – What's New

Nancy Davis, CPPB, CPPO, VCO – Procurement Management Account Executive

Procurement Information Memoranda (PIMs) 98-018 and 98-019 were issued this year. These PIMs made changes to set asides, SWAM sourcing and award, and other administrative and procedural changes. This session will provide an overview of the Agency Procurement and Surplus Property Manual (APSPM) with special emphasis on changes of major importance.

111 – A Look at Mandatory Sources

Paris Ashton – Creative Director, DGS/Office of Graphic Communications

George Hesser – Marketing Manager, Virginia Correctional Enterprises

Department of Corrections

Virginia Industries for the Blind

Presented as a panel discussion, representatives from four state mandatory source organizations will describe the scope of their products or services, how to make inquiries, submit orders and request waivers. Attendees will have the opportunity to ask questions and receive guidance on using mandatory sources appropriately.

112 - eSpecifications Made Easy

John W. Sheppard, VCO – Specification Engineer, DGS/DPS

Entry level and experienced spec writers will learn tips, tools and examples for creating electronic and paper solicitations. Discover how to: Find source statements on the Internet, Locate and apply appropriate standards and write simple language that covers all the bases. Leave with tips for converting MS Word files to Adobe Acrobat and a source list of excellent specification writing textbooks.

113 - What's New at the Virginia Institute of Procurement?

Suzie Gleason – Learning and Development Consultant, DGS/DPS

Linda Morris – Learning and Development Manager, DGS/DPS

It may be better said, "What isn't new at VIP?" From a new Learning Management System for class registration, to revised VCO certification guidelines, and an entirely new Virginia Contracting Associate certification program, VIP has lots of new things to share. Come learn about the important news at VIP.

114 - How to Train Administrators to Manage Contracts

Fred Delboy, C.P.M., VCO – Manager, Contract Administration and Compliance, VCU

Gary Johnson – Contract Compliance Officer, DGS/DPS

Managing contracts effectively is easier with the right tools. In this session, buyers will learn about contract management tools and how to put them into the hands of contract administrators through training. Content will include invoice handling, reports, time frames and administration dos and don'ts. Sample tools will include a training agenda, administrator's checklist and exercises. Buyers with responsibility for assigning contract administrators will benefit from attending.

115 - What is Your Preference?

Sandra Gill, VCO – Procurement Management Account Executive, DGS/DPS

J. Peter Stamps, CPPO, VCO – Procurement Management Account Executive, DGS/DPS

Recent changes in the Commonwealth's reciprocal preference law (Code of Virginia § 2.2-4234) will be highlighted. You also will come away with an understanding of the difference between an absolute preference and a percentage preference, how to determine whether a bidder is a resident Virginia contractor and how to apply a preference when required. Learn about current state preferences and what to do when you have questions about preferences.

116 - Yoga

Vanessa Best – Roanoke Yoga Center

Geared toward the first time student or students wanting a refresher, this class will focus on Yoga fundamentals: alignment, core postures and breathing techniques. Individual attention and adjustments will be offered to meet the needs of each student. Yoga is a practice of integrating body and mind in a spirit of self-discovery and empowerment and is good for strengthening and stretching the entire body. A great stress reliever, too!

117 - Table Talk

"Table Talk" is a networking general session for buyers to discuss procurement issues with subject matter experts. It proved very popular at Forum 2004 and is being repeated this year with over 40 discussion topics. Participants will choose topics of interest and change tables several times during the two and one-half hour structured but informal session. A subject matter expert will be at each table ready to answer your questions and help resolve your procurement issues.

118 - Negotiations: Reaching Agreements and Loving It

Ron J. Lambert – Chairman and CEO, Alongside Management, Inc.

John D. McCormack – Senior Vice President and Senior Partner, Alongside Management, Inc.

Designed to enhance your negotiating skills with internal customers and external suppliers, this three-hour workshop will be informative, interactive, practical and fun. Attendees will learn to: Recognize how to react to and effectively use tactics in negotiations; Identify and adjust to different negotiating styles; Interpret non-verbal body language; Handle positional negotiators while saving face for both parties, and; Uncover the real, underlying interests behind the other side's stated positions. Role-play opportunities will be incorporated.

119 - Knocking Knees, Sweaty Palms and a Squeaky Voice...Create and Give Successful Presentations

Jan Allen – Director, Center for Corporate Education, School of Business, VCU

Overcome speaker anxiety and learn presentation preparation techniques and body language that will have you creating and giving successful presentations. After only three hours, you will understand the seven aspects of a dynamic presentation, how to use visual aids and handle Q & A effectively. Most importantly, you will learn about how practice can help reduce or eliminate knocking knees and sweaty palms.

120 – The "Appeals Board" Blues

Paul Higgins, VCO – Manager, Services and Statewide Contracts, DGS/DPS

Volunteers from the Audience

Despite the contracting officer's best efforts, the procurement has progressed through the protest process and is at the point of being presented to the Procurement Appeals Board. Don't get the "Appeals Board" blues. Come to this expanded format workshop and get ready to argue your case before the Forum Appeals Board and your peers. Whether you choose to represent the supplier or the Commonwealth, you'll learn about the process, understand how the Board provides an impartial review, and emerge with a better understanding of remedies available to a supplier in the event of a challenge on a procurement action.

121 - Surplus Property Administrator Workshop

Alvin Hatcher – Manager, Federal Surplus

Donald R. Rainey – Director, DGS/Procurement Services

Joseph Thomas – Manager, State Surplus

Attend this three-hour workshop if you are a surplus property administrator or just want to better understand surplus property procedures. Designed for surplus property administrators, the workshop will discuss how to surplus materials your agency no longer needs and how to buy surplus property from both state and federal sources.

Regency Level – 200 Series Sessions

200 - Electronic Procurement: Understanding eVA and Procurement in Virginia

Eugene Anderson, CPPB, CPPO, VCO – Director, Policy, Consulting and Review, DGS/DPS
Linwood Spindle, CPPB, CPPO – Deputy Director, DGS/DPS

Buyers understand they must follow procurement regulations when using eVA, Virginia's total eProcurement solution. However, eProcurement and expanded use of the Small Purchase Charge Card program have extended purchasing tools to a broader range of agency personnel. How do you make sure they understand and follow established procurement regulations? Attend this session to learn about a new, free training tool that will be available soon to deliver online learning about eVA and procurement in Virginia.

201 - Alternative Dispute Resolution: What Is It and How It Can Fit into the Procurement Cycle?

Joe Damico, Deputy Director – Department of General Services

Virginia has rolled out Alternative Dispute Resolution (ADR) at both the state and local government levels. Come learn how ADR methods are put into practice to resolve conflicts and how and where ADR can fit into the procurement cycle. This session also will give attendees an understanding of current ADR policies and procedures in the Agency Procurement and Surplus Property Manual, how ADR has developed in government administration, and what is expected of agencies regarding ADR implementation.

202 - Low Is Not Always the Way to Go

Katrina S. Nock, CPPB, VCO – Procurement Management Account Executive - DGS/DPS

Total Cost of Ownership can present a very different picture than the lowest bid. This session will help you understand how to determine the overall cost of goods and services, by assessing the value to include maintenance, renewals and other components. You will learn about life cycle cost, assessing total value and how to obtain the best value for the money.

203 - Reverse Auctioning in eVA

Jacky Suiter – eCommerce Analyst-Support Manager, DGS/DPS

Judy Wallace – Senior Statewide Contract Officer, DGS/DPS

Reverse auctioning in eVA is a cost effective and beneficial tool for buyers. This session will demonstrate how the Division of Purchases and Supply used the eProcurement tool to conduct the first live auction. Features of the reverse auction tool will be discussed along with instructions for requesting access.

204 - How to Respond to eVA Online Sealed Bids

Jacky Suiter – eCommerce Analyst-Support Manager, DGS/DPS

Judy Wallace, CPPB, C.P.M., VCO – Senior Statewide Contract Officer, DGS/DPS

Accessing and responding to sealed bids through eVA is an effective way for suppliers to increase business opportunities with government customers. This session will further your understanding of how to find sealed bid opportunities and respond to them using eVA. eProcurement is the way government does business in Virginia – make sure your business knows the way.

205 – Keeping Your Files Fit

Ron King, CPPB, CPPO, VCO – Procurement Management Account Executive, DGS/DPS

File fitness is the goal of this session. Procurement files can be voluminous in both electronic and paper formats. How do you organize your files, keep what you need and put it in the correct order? Come to this session to learn some helpful techniques for file organization to be better prepared for your next procurement review or just to make your life easier to find what you need when you need it.

206 - Battling Perceptions – Enhancing Customer Service

J. Peter Stamps, CPPO, VCO – Procurement Management Account Executive, DGS/DPS
Does your customer see you as a helpful consultant or a hindering regulator? The purchasing division in an organization is sometimes seen as an obstacle to get around, difficult to deal with and overly rule driven. What can you do to change that perception and provide enhanced customer service? This lively discussion will offer simple solutions for battling the perception that “Purchasing is the obstacle to reaching my goals.”

207 - Managing eVA Business Opportunities and Orders

Mary Fleming – eCommerce Customer Relations Specialist, DGS/DPS

Karen Shaffer – eCommerce Customer Relations Manager, DGS/DPS

Learn how to find new business opportunities from Virginia agencies and localities and how to manage the purchase order process. Come hear members of the eVA customer relations team explain the big picture and learn strategies and techniques for finding contacts and selling to Commonwealth of Virginia.

208 - Doing Business in Virginia

Ron Bell – Director, DGS/DPS

Panel Members – DOC, VASCUPP, VDOT, VITA

Back by popular demand, this session will be presented in an expanded format to allow for more in-depth discussion between suppliers and Commonwealth procurement experts. Panel members will outline their agency procurement processes, pointing out those aspects unique to their organization. There will be ample time allotted to answer your questions. The goal is to further your understanding of public procurement processes in Virginia and how they can be utilized to benefit your business.

209 – The Challenges of Spend Management and SWAM

Paul Higgins, VCO – Manager, Services and Statewide Contracts, DGS/DPS

Spend Management and SWAM may appear to procurement professionals to present conflicting objectives. One program focuses on strategies for achieving best value outcomes while the other focuses on maximizing participation in the procurement process. How do you decide where to place the emphasis in your procurement shop? This session will overview the programs and encourage discussion about how to achieve success in today's complex procurement environment.

210 - eVA Delivers a Knockout Punch-out – GSA Schedules

Shane Caudill – eCommerce Analyst-Catalog Manager, DGS/DPS

Come hear about the exciting expansion of eVA to include a new GSA punch-out catalog site. Discussion will focus on the eVA ordering process through GSA and how it differs from regular eVA orders. Attendees will leave with a document outlining the process, which includes screen prints demonstrating an actual order sequence.

211 - eVA User Group Meeting

Shane Caudill – eCommerce Analyst-Catalog Manager, DGS/DPS

The quarterly meeting of the eVA User Group will be conducted at the Forum. It will focus on what users need or want in the way of eVA training. It also will provide an opportunity for users to discuss issues and hear lessons learned from their peers.

212 - Insight into eVA Reports

Tim Barrett – Deputy Director, eProcurement Bureau, DGS/DPS

Bob Pareene, C.P.M., VCO – Procurement Management Account Executive, DGS/DPS

eVA has a variety of reports available to assist with use and understanding of the system. This session will focus on a review of the Reports Index from the eVA homepage, highlighting the reports most useful for various types of users such as buyers, end users, SPCC card holders, approvers, managers, etc. Example reports will be provided and discussed.

213 - Diversity Awareness: Three Steps to Success

Charles Breeding – President, Performance Improvement Institute

Charlie presents an engaging session on diversity that expands the traditional definition of diversity to include education, age, area of the U.S. where one grew up and much more. Come learn a proven three-step method to increasing your own and your organization's ability to achieve greater diversity behavioral excellence: Awareness, Attitude, Action.

214 – Procurement Public Disclosure

John Westrick, Senior Assistant Attorney General, Office of the Attorney General

The Virginia Public Procurement Act (VPPA) provides for the public disclosure of procurement proceedings, records, contracts and other public records in accordance with the Freedom of Information Act (FOIA). This session, presented by a representative from the Office of the Attorney General, is designed to increase your familiarity with your responsibilities under the FOIA provisions of the VPPA. Bring your questions and contribute to a discussion featuring real world examples of FOIA situations in procurement.

215 - Posting Future Procurements and Contracts in eVA

David Foster – eCommerce Analyst-Operations Support, DGS/DPS

eVA has two new tools for posting future procurements and contracts. This session will demonstrate how buyers can use these tools to post upcoming opportunities, increase visibility and expand competition. Attendees will leave with samples for each application illustrating the simple steps required to post future procurements and contracts.

216 - A Dull Guillotine Is a Pain in the Neck: How to Manage Stress Like a PRO

Charles Breeding – President, Performance Improvement Institute

Back by popular demand, this light-hearted session will present: Effective techniques that allow you to respond rather than react to people and situations that stress you, Types of stress you want and how to stop-gap the process by which most people get stressed, and the PRO formula for managing stress – Perspective, Respond vs. React and Objective reasoning process.

217 - Balancing Tips and Tricks for Unbalanced People

Jan Allen – Director, Center for Corporate Education, School of Business, VCU

You are facing a deadline at work. You are expected at your child's dance recital, at a soccer game and a meeting with the kitchen contractor. Then another project lands in your lap. You are exhausted. Your spouse is miffed. And your job? Whatever happened to life-work balance?

218 – Caring for Seniors – Taking Care of Yourself

Anita Lancaster, B.S.W. – Case Management Supervisor, Roanoke Local Area on Aging

Many adults are caregivers to spouses, parents, grandparents, or others in their lives. Care giving may start with minor tasks such as shopping or helping balance the checkbook. From there it can lead to increased assistance with meals, laundry and personal care. It is important to know the resources available and where to turn for assistance when needed. This session will discuss ways to balance care giving and employment, the sandwich generation, and taking care of you while taking care of others.

219 - You Are What You Eat

Mary Brewer – Registered Dietician, Carilion Roanoke Memorial Hospital

If you could help reduce your chances of developing chronic diseases such as diabetes, hypertension, obesity and cancer by following a healthy diet, wouldn't you want to do it? But, what constitutes a healthy diet, how do you read labels effectively and how do you interpret the new Dietary Guidelines for Americans? Come hear a registered dietician answer these questions and more with tips on adding more fruits and vegetables to your diet, cutting fat and adding fiber. You'll feel better for having attended.

220 – Estate Planning, Elder Law and Trusts

Ann McGee Green – Attorney at Law, Anderson & Desimone, P.C.

Proper estate planning techniques allow you to minimize expenses, implement tax planning methods, prepare for management in the event of incapacity, and coordinate titling of assets and beneficiary designations. This session will be presented by a local Roanoke attorney specializing in the areas of estate planning and elder law and promises to be eye-opening to baby boomers planning for retirement and beyond.

221 - T'ai Chi Ch-uan

Greg Gartland – Brambleton Center

You may have seen pictures of people in a park moving in slow motion and appearing oblivious to their surroundings. If so, you've probably witnessed T'ai Chi, an exercise consisting of slow, relaxed movements that help develop internal balance and harmony. Surprisingly, perhaps, these movements also build strength as well as balance. So, come try something different that can buoy your spirit, stimulate blood flow, relax your body and clear your mind.

222 - The Biggest Bang for Your Buck – Best Value Acquisition

Matt Manion, C.P.M., VCO – Statewide Services Contract Officer, DGS/DPS

Judy Wallace, CPPB, C.P.M., VCO – Senior Statewide Contract Officer, DGS/DPS

Best value acquisition will cause you to think about RFPs in a new way. Focused on solicitations over \$50,000, this extended workshop will overview best value concepts, evaluation criteria, special terms and conditions, rating and scoring methods, and proposal evaluation. A comparison of best value concepts versus the traditional RFP will be offered along with a discussion of how incentives from offerors can be encouraged to surpass solicitation requirements. At the conclusion of this workshop you will understand how best value RFPs offer you an expanded opportunity to obtain the "best."

223 – Handling Complex Contracts from RFP to Award

Fran Finch, VCO – Statewide Services Contract Officer, DGS/DPS

Successful contract award can be linked directly to the RFP and evaluation documents. The more complex the contract, the more care must go into creation of these documents to help ensure a good outcome. Attend this interactive learning session to experience the process of handling a complex contract from drafting the RFP, to designing the evaluation document and making single or multiple awards. This session is targeted to buyers responsible for contracts in excess of \$50,000.

Conference Level – 300 Series Sessions

300 - Why Wait... Negotiate!

Mimi Donaldson – Author, Speaker, Leader

What do you think about when you're getting ready for a negotiation? Do you panic? Life is one continuous chain of negotiations. Contracts, partnerships, managing people, parenting and other relationships all require us to be skilled at asking for and getting what we need. After this session, you will be able to: Understand the six skills to develop for successful negotiations; Prepare for any negotiation; Identify the limits needed for a successful negotiation; Learn how to push your "pause button" to keep your emotions in check, and; Evaluate your speech, body language and gestures and those of others to gain favorable results.

301 - Secure Data Destruction and Surplus Contract

Doug Crenshaw – Manager, Strategic Sourcing, Virginia Information Technologies Agency

Andrew Miller – Commonwealth of Virginia Program Manager, Dyntek

VITA and Dyntek will team up to teach this informative session on the statewide contract for secure data destruction and surplus services. It will focus on safe and secure handling of surplus assets from the Commonwealth's information technology infrastructure with special emphasis on convenience, accountability, security and ecology.

302 - Commodity Codes – the Key for Buyers and Suppliers

Francine Barnes, C.P.M. – Procurement Management Account Executive, DGS/DPS

Gail Kemper – eCommerce Analyst-Support Manager, DGS/DPS

Unlock the door to understanding the critical role commodity codes play in finding the right suppliers or the right business opportunities. Whether you are a buyer or a supplier, you need to know how to find the commodity codes that best fit what you want to buy or what you have to sell. Discussion will include bid lists, invitations from Virginia Business Opportunities and Quick Quote, and other topics of interest. You will come away with tips, techniques and tools for searching and finding the commodity codes you need.

303 - All Stressed Up and No Place to Go

Mimi Donaldson – Author, Speaker, Leader

Stress is a given in contemporary life. Many events are unavoidable but our responses – the stress we feel in reaction – are within our control. To manage stress, people must learn to identify their own stress triggers – the little things that set them off. Next they must delve deeper to discover why things bother them – the "war" within – worry, anger and resentment that causes the stress response. Attendees are advised to: Stop – recognize the trigger and step back before you lose control; Look – discover the real cause of the "war" within, and; Listen – to your inner self and act according to one of three options: Adapt, Alter, Avoid.

304 – SWAM – An Update for Buyers and Suppliers

Eugene Anderson, CPPB, CPPO, VCO – Director, Policy, Consulting and Review, DGS/DPS

Jean Bass – Policy Analyst, Department of Minority Business Enterprise

This session looks at SWAM issues over the past year including legislation, supplier registration, SWAM supplier participation in agency procurements, and how to ensure your agency is meeting SWAM requirements. The Department of General Services, Division of Purchases and Supply is partnering with the Department of Minority Business Enterprise to provide this update on SWAM issues.

305 - Local Governments – Building Procurement Fitness with eVA

Tammy Farmer – Procurement Management Account Executive, DGS/DPS

Bob Pareene, C.P.M., VCO – Procurement Management Account Executive, DGS/DPS

eVA has proven its value to local government entities. Current users and potential users alike can benefit from this session, which will focus on the 2005 eVA rollout to localities. Come hear about the process, lessons learned and participate in a discussion of outreach areas for 2006.

306 - Helping Others Help You: Purchasing From Sheltered Workshops and Non-Profits

Sandra Gill, VCO – Procurement Management Account Executive, DGS/DPS

Purchasing goods and services from non-profit sheltered workshops and non-profit organizations serving the handicapped is an excellent way to help others while helping your organization at the same time. This session will review goods and services offered by sheltered workshops and non-profit organizations such as packaging, mailing, assembly, bindery and inventory maintenance. It also will identify the benefits of using these organizations.

307 - The Government Sector and Economic Performance in Virginia

William M. Shobe, Ph.D., Director of Business & Economic Research, Weldon Cooper Center for Public Service, University of Virginia

It generally goes without saying that state government has a very significant effect on the state's economy. For analytical purposes, the economic effects of government can be broken down into three categories, taxation, expenditures and regulatory policy. This session will examine each of these categories to assess the aggregate effect of government activity on economic performance in Virginia.

308 – Help Us Help You

Jan Giffin, CPPB, VCO – Procurement Management Account Executive, DGS/DPS

Preparing for a procurement review is easier than you might think. This session will prepare you with timely tips on what to expect from a review, how to check your state of preparedness and how and what to document. Success stories will broaden your understanding of the review process and highlight how to get the most benefit and insight from a procurement review.

309 – Getting It Right – Submitting Forms Electronically

MaLinda B. Washington, CPPB, VCO – Manager, Agency and Statewide Procurement – DGS/DPS

Electronic procurement has not eliminated all the paper from the process but it has made submitting it to DPS easier once you know the right technique. This session will provide guidance on how to appropriately complete and submit electronic documents such as requisitions, sole source requests, procurement exemption requests, and specifications.

310 – Purchase and Travel Card Programs – What's New?

Valerie J. Smith – Charge Card Project Analyst, Department of Accounts

The small purchase charge card program (SPCC) and the travel card program recently switched to GE MasterCard as the contract holder. This session will introduce you to the new GE MasterCard staff and provide a Question and Answer format to outline the programs and respond to your questions.

311 - All Originals, No Copies

Adrian Trimiew, VCO - Statewide Contract Officer, DGS/DPS

Malinda Washington, CPPB, VCO – Manager, Agency and Statewide Procurement, DGS/DPS

Attend this session for tips on using the current copier contract and also hear how the Division of Purchases and Supply intends to solicit and implement the new contract. You will learn about the new approach being taken using an RFP instead of an IFB, how delivery zones will be handled and the availability of a punch-out catalog as well as color copiers.

312 – Procurement of Professional Services Under VPPA – Legislative Intent and Benefits

Panel Discussion

Understand the legislative intent of the Virginia Public Procurement Act (VPPA) as it relates to professional services and the benefits derived from selecting the best qualified firm. Presented as a panel discussion, this session will feature a member of the General Assembly, a local elected official, a purchasing officer and a user of professional services. If your responsibilities include professional services contracting, or if you want to learn more about it, don't miss this opportunity.

313 - Current Topics in Procurement

Ron Bell – Director, DGS/DPS

Update your knowledge of current topics in procurement in this session with the DPS director. Staying abreast of the latest developments can be as difficult as finding the time and money to attend learning and networking events. We simplify it for you by bringing together the knowledge gained at various regional and national procurement conferences and presenting it to you in a single session.

Roanoke Higher Education Center – 400 Series Hands-on Computer Lab

400 - Creating eVA Catalogs

Vicki Beasley – eVA Catalog Lead Technician, DGS/DPS

Mary Fleming – eCommerce Customer Relations Specialist, DGS/DPS

Creating and managing catalogs through eVA is a proven strategy many suppliers use for doing business with government customers. This hands-on computer lab will present effective techniques for catalog creation and maintenance and provide opportunities to ask questions about the catalog functions in eVA.

401 - Are Bidding Opportunities Passing You By?

Gail Kemper - eCommerce Analyst-Support Manager

How much business are you losing because you are not getting opportunities to bid on products or services through eVA Quick Quote? This session will introduce the easy-to-use Quick Quote tool and demonstrate how to respond to Quick Quote invitations. Learn how your company is found on the buyers' bid list and hear valuable information on how to improve your chance to be invited to bid.

402 - Quick Quote – the Best Little Buying Tool You'll Ever Need

Tammy Farmer – Procurement Management Account Executive, DGS/DPS

The Quick Quote tool brings significant value to an organization and can dramatically accelerate the procurement process. Whether you are a state or local buyer, you will benefit from a walk through of this application with an expert from the eVA team who understands both the state and local sides of procurement.